NORTH DAKOTA
DISASTER PROCEDURES
HANDBOOK

NORTH DAKOTA DIVISION OF EMERGENCY MANAGEMENT
Bismarck, North Dakota

Developed: 1976
Revised: 1980, 1986, 1987, 1990, 1994, 1996, 2000, 2003

*This document can be found on the internet at www.state.nd.us/dem/

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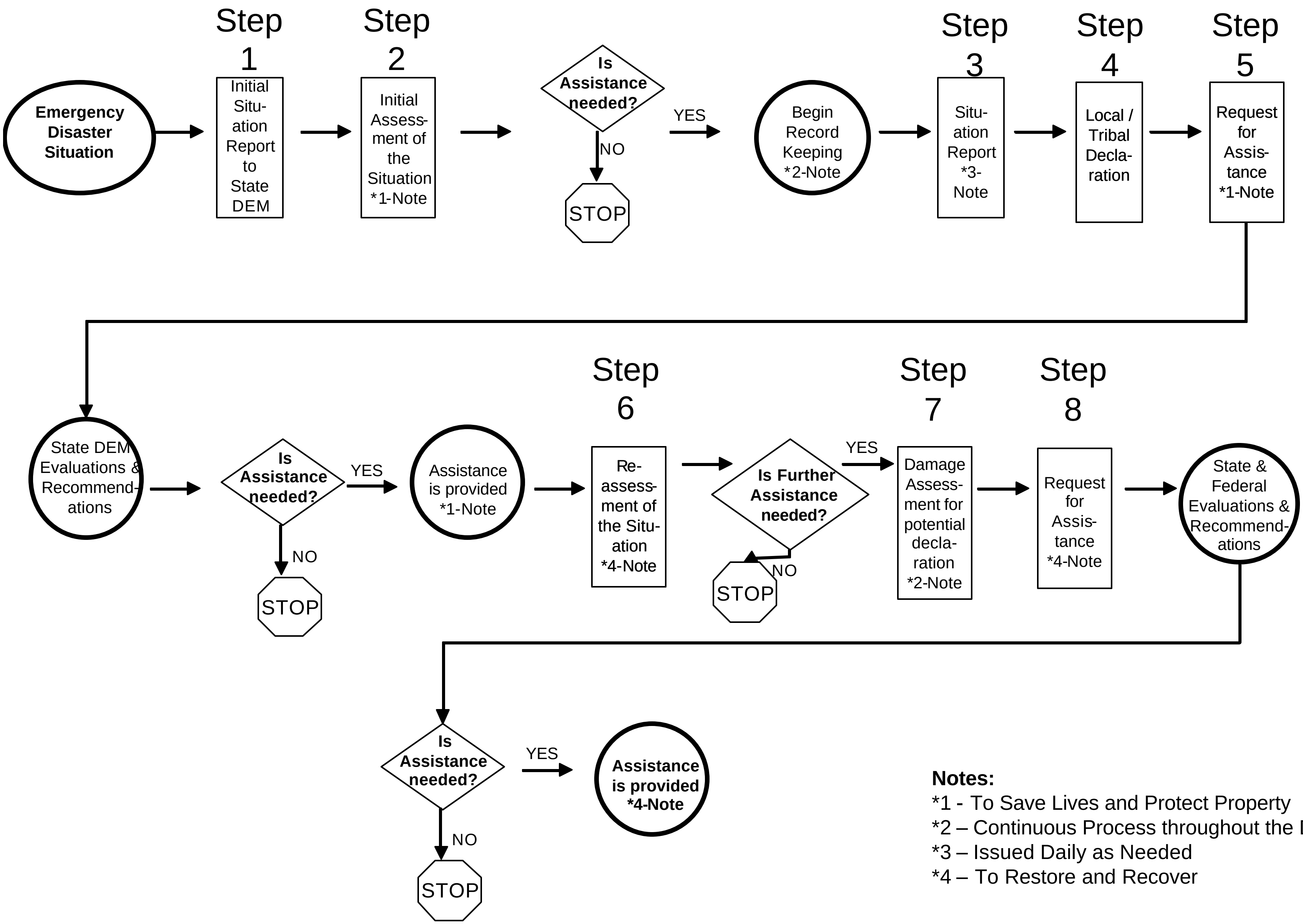
PROCEDURES FLOW CHART

DIVISION OF EMERGENCY MANAGEMENT



Notes:
*1 - To Save Lives and Protect Property
*2 – Continuous Process throughout the Disaster
*3 – Issued Daily as Needed
*4 – To Restore and Recover

NORTH DAKOTA DISASTER PROCEDURES HANDBOOK

STATEMENT OF PURPOSE

The North Dakota Disaster Procedures Handbook has been developed by the North Dakota Division of Emergency Management (ND DEM) to provide a step-by-step explanation of the actions to be taken by local/tribal government to become eligible for emergency or disaster assistance. It is important these procedures be followed to obtain state and federal assistance in a timely and effective manner. The flow chart on the opposite page visually projects the flow of the procedures presented in this handbook. To receive disaster assistance, local governments must:

a) be severely impacted;
b) fulfill their responsibilities; and
c) meet certain conditions.

OVERVIEW

A. LOCAL AND TRIBAL RESPONSIBILITIES

1. By State Law, Chapter 37-17.1, NDCC, every county government must have a program for emergency and disaster mitigation, preparedness, response and recovery. City governments must also have their own emergency or disaster program or participate in their county's program. Therefore, every city and county government must be prepared to respond to and recover from most situations themselves without requesting outside assistance. Tribal governments may also be included in this process.

2. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 100-707) states that tribes, counties and cities should have plans for coping with all types of emergency or disaster situations.

3. Because North Dakota is an agri-business state, each county has an active United States Department of Agriculture (USDA) County Emergency Board to review agricultural disaster requests, forward them to appropriate emergency management officials and to initiate agricultural damage assessment.

4. If outside assistance is made available, recipients must be prepared to fund part of the cost of response and recovery.

B. CONDITIONS TO BE MET

Requests for outside assistance should be accompanied by a local/tribal emergency or disaster declaration and a situation report, preferably written, detailing the emergency condition.

Situations requiring outside assistance To Save Lives and Protect Property must meet the following conditions:

- The assistance requested is necessary to save lives and protect property;
- The situation is beyond the capability of tribal, county and/or city government; and
- The requesting level of government has specified what assistance is needed.

Situations requiring assistance To Restore and Recover must meet the following conditions:

- The situation is beyond the capability the requesting level of government;
- The requesting level of government has specified what assistance is needed;
- An initial damage assessment has been completed and provided to state emergency management officials; and
- The requesting government has specified the emergency- or disaster-related expenditures for which no reimbursement will be requested.

C. ND DEM ACTIONS

ND DEM, after receiving an official request for assistance, will determine if there are resources or programs available at state and/or federal levels to meet the needs of the emergency or disaster situation.

ND DEM also will coordinate efforts to determine eligibility and implementation for all available assistance.

Step 1 – INITIAL SITUATION REPORT

The initial situation report is used to alert state officials that an incident has occurred, which will negatively impact the community and/or could be beyond the capability of local/tribal government response. State and federal agencies need an initial situation report to provide accurate and timely information for coordination of any assistance to local/tribal government should it become necessary.

The following guidelines provide a standardized report format to be used for initial situation reports.

A. **When To Issue**: Immediately after the emergency or disaster has occurred or has become apparently imminent.

B. **Information To Provide**: As much as is immediately available to address parts 1-9 on the situation report format on page 5.

C. **Whom To Contact**: ND DEM React Officer. For ongoing situation reports, see page 22.

D. **Method Of Communication**: Initial situation reports must be transmitted by telephone. Electronic mail or fax is also acceptable; however, if the event has occurred outside normal duty hours, a phone alert to the DEM React Officer may be necessary to ensure the State Emergency Operation Center is functional.

   Normal duty hours – Weekdays, 8:00 a.m. – 5:00 p.m., call (800) 773-3259 or (701) 328-8100 and ask for the React Officer. The fax number is (701) 328-8181. The electronic mail address is nddem@state.nd.us.

   Weekends and after normal duty hours, contact State Radio by telephone at (800) 472-2121 or call by radio and request that the ND DEM React Officer return your call.

Situation Report Format

_________________ (jurisdiction)

Situation Report No: _______

Incident No. ______________

Date: __________ Time: ___________

To: Division of Emergency Management
Box 5511
Bismarck, ND 58506-5511

1. NATURE OF DISASTER: Type of emergency/disaster, location.

2. DEATH AND INJURIES: Total deaths to date, total injuries to date – including location of the deaths/injuries, where practical.

3. DAMAGE: Type, extent and impact of property damage, especially how this directly affects people – e.g., damage to housing, food supplies, medical resources, water and sewage service. Also include special damage problems that may impact on vital services, such as damage to key utilities, communication facilities, medical resources, major military or major transportation facilities – e.g., major highways, bridges, rail routes, airports. Indicate any additional damage potential as a result of the emergency.

4. RESOURCES COMMITTED: List local, tribal and private resources committed. This includes use of personnel and equipment, shelter supplies, engineering equipment, etc.

5. VOLUNTEER ACTIONS: Indicate actions taken by individuals, the American Red Cross, Salvation Army, Mennonites, Seventh Day Adventists or other volunteer groups, – e.g., number of meals served, number of individuals sheltered and other general assistance provided.

6. MAJOR ACTIONS: Major actions such as declaration of emergency/disaster, requests for assistance, public announcements or instructions, warning, activation of EOC/emergency plan, evacuation, rescue.

7. ASSISTANCE NEEDED: Requests for assistance should be specific, not just a request stating, "Send all available help." The name and position of person making the request should be included. ND DEM will view this as initial notification that a formal request will follow immediately.

8. OUTSIDE HELP ON SCENE: Name all state and federal agencies providing assistance within the area. Include mutual aid resources and private sector resources from outside your jurisdiction.

9. OTHER INFORMATION: Other data and remarks not covered above.

SIGNED ____________________________
(Name)

____
(Title)

Step 2 – ASSESSMENT OF THE SITUATION

Local/tribal government officials must continuously assess the situation to determine their course(s) of action to mitigate the emergency or disaster situation.

The initial assessment focuses on the number one priority: To Save Lives and Protect Property.

To properly assess the situation:

A. Determine what needs to be done; and

B. Determine your capabilities and deficiencies in meeting these needs.

The Emergency Activities Checklist on page 7 provides guidance in making an initial assessment in any emergency or disaster situation. This is a general guideline suggesting emergency activities that should be considered. It is by no means an all-inclusive checklist. Your jurisdiction's Local Emergency Operations Plan (LEOP) should be activated to guide your emergency operations.

Emergency Activities Checklist

Public Needs

_______ Restore Power

_______ Communications

_______ Transportation

_______ Secure Area

_______ Debris Clearance

_______ Water Supply:

  _______ a) Drinking

  _______ b) Sanitary Sewers, etc.

_______ Fire Fighting

_______ Flood Fighting:

  _______ a) Dike Building

  _______ b) Sandbagging

  _______ c) Pumps

_______ Other Needs

Individual Needs

_______ Search and Rescue

_______ Evacuation

_______ Food

_______ Shelter

_______ Clothing

_______ Medical

_______ Victim Identification

_______ Mortuary Services

_______ Other Needs

Administration

_______ Activate Emergency Operations Center (EOC)

_______ Public Announcements

_______ Maps

  _______ a) General Disaster Area

  _______ b) Specific Damage Sites

  _______ c) Location of EOC, Disaster Recovery Center (DRC), Disaster Field Office (DFO), Other Strategic Sites

_______ Camera and Enough Film to Photograph and Number All Public Damage Sites

_______ Other Needs

This page has been intentionally left blank.

RECORD KEEPING

It is extremely difficult to accurately and properly complete necessary record keeping after emergency or disaster work has been done and time has elapsed. Therefore, the importance of timely record keeping cannot be overemphasized.

Local/tribal governments must preplan. They must know what records to keep and how to keep them. They also must have someone capable of initiating and maintaining records as soon as any response and recovery work begins.

Proper documentation will be needed to verify expenditures for which reimbursement will be requested if the situation develops into a presidential disaster declaration. This is especially true for costs incurred in completing measures designed to protect life and property. If claims for reimbursement cannot be verified because of improper or incomplete record keeping, local/tribal governments may lose considerable sums of money. Accurate documentation also will be needed to verify expenditures for which no reimbursement will be requested.

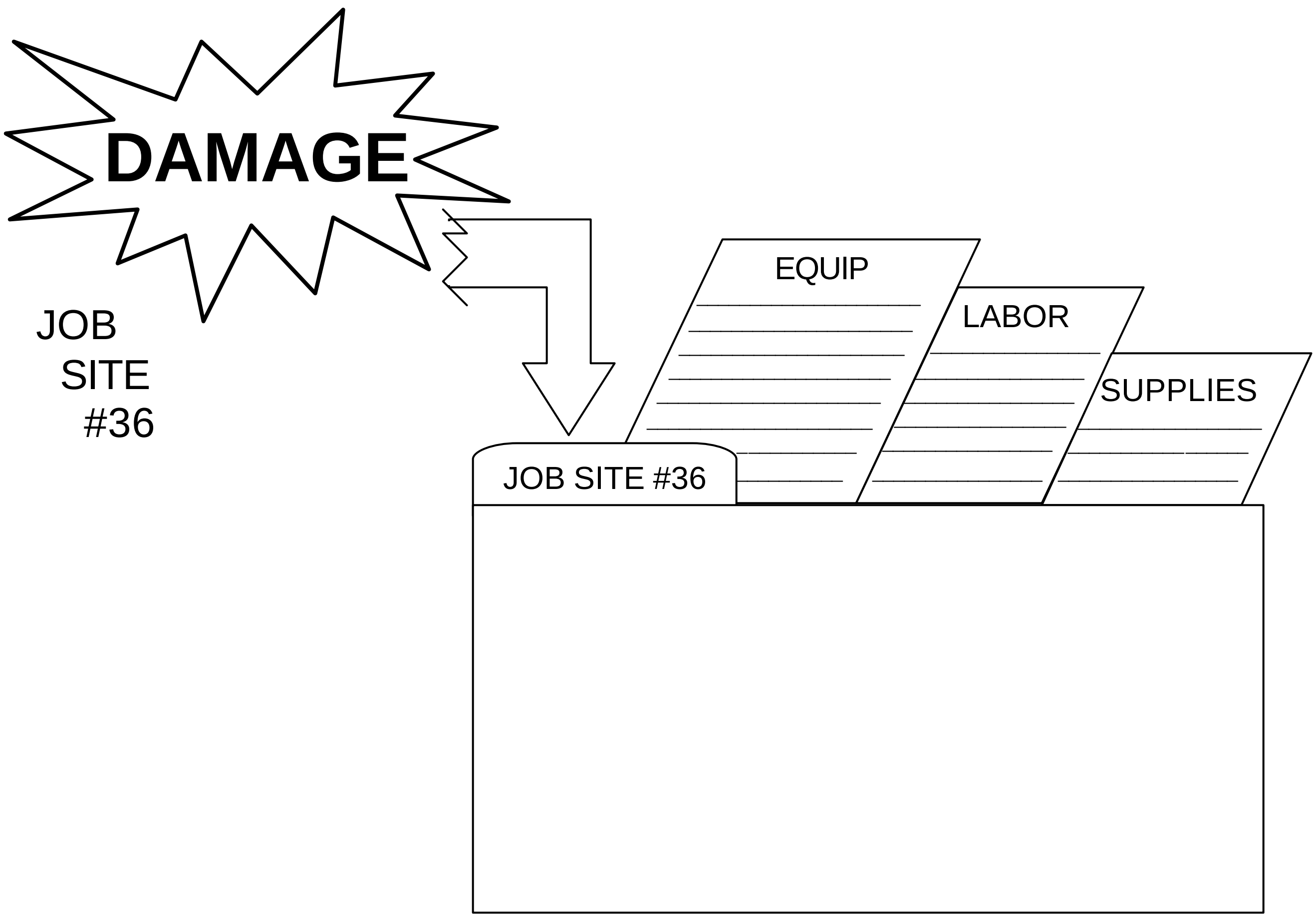
Procedures for proper documentation are found on pages 10 – 21. Please call ND DEM at (800) 773-3259 or (701) 328-8100 if you have any questions about establishing proper records.

Documentation Requirements

The instant emergency or repair work begins, establish a separate folder for each job site as the work is authorized.

As an example, if you have damage at five locations that must be repaired immediately, do not combine all jobs into one folder. Rather, use a separate folder for each job.

Minimum Filing System



There are two ways to complete work at job sites:

A. Contract – hiring a contractor to do the work; and

B. Force Account – use of your own personnel, equipment and supplies.

Record Keeping Forms

All FEMA forms are available at:

http://www.fema.gov/rrr/pa/appfrm1.shtm

Contract Work Record Keeping

If work is completed on a lump-sum contract, an invoice and copy of the contract are needed. Generally, the Federal Emergency Management Agency (FEMA), Department of Homeland Security (DHS), will accept time and materials contracts with a work duration of 70 hours immediately after a disaster. If a unit price contract or cost plus fixed fee is used, the contractor must furnish an invoice, copy of the contract and a detailed breakdown of all costs, including equipment used, dates used, location of work, hourly rates and total time used. The requirement to furnish this detailed breakdown must be included in the contract.

For unit price, cost plus fixed fee, lump sum or time and materials contracts, applicants must show on each invoice the date, amount paid and check warrant number or receipt of cash payment. Evidence of the contract advertisement, bidders and selection of the low-bid contractor must be retained. Cost plus a percentage of cost contracts and contingency contracts are not reimbursable.

FEDERAL EMERGENCY MANAGEMENT AGENCY

CONTRACT WORK SUMMARY RECORD

Page of

1. APPLICANT	2. PA ID	3. PW #	4. DISASTER NUMBER
5. LOCATION /SITE		6. CATEGORY	7. PERIOD COVERING to
8. DESCRIPTION OF WORK PERFORMED			

DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS-SCOPE
to			$	
to			$	
to			$	
to			$	
to			$	
to			$	
to			$	
to			$	
		GRAND TOTAL ➔	$	

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

FEMA Form 90-126, NOV 98

Force Account Labor Record Keeping

Documentation for this type of work is quite involved. Immediately after an emergency or disaster, someone, preferably your auditor, must start keeping proper records. This person has to be designated and trained in advance. If a major disaster is declared, this individual must be included in the Applicants' Briefings for Public Officials.

As a minimum, the payroll must show the pay period, name, title/job classification, number of hours worked each day, total hours worked for pay period, hourly rate (regular and overtime), benefit rate, totally hourly rate and total costs. Records also must indicate which job site the employee was working on each day. If the employee works on more than one job site in a day, the Force Account Labor Record for each job site should record those hours.

The Force Account Labor Summary Record form should show who did what, when and for how long on each job site.

It is important to know what each permanent, temporary and part-time employee does on each emergency- or disaster-related job/site and for how long. Any type of daily work report form may be used if it shows the date, hours worked, job classification and location/site where work was performed. If an employee works on two or more job sites in a single day, turn in a separate work report for each job site.

Transcribe the information from the daily reports to the master payroll system. Then file the daily report in the proper job folder. The Force Account Labor Record should be updated at the end of each work day.

If resources from another jurisdiction are used, the documentation required is the same as if the resources were your own. An invoice is required indicating your jurisdiction has been paid. This invoice must show the date, amount paid and check or warrant number or evidence of cash payment.

Please note: When completing force account labor and equipment records, verify that equipment hours equal labor hours. For emergency work, force account labor is eligible for overtime only. Extra-hire employees doing emergency work are eligible for regular and overtime.

FEDERAL EMERGENCY MANAGEMENT AGENCY

FORCE ACCOUNT LABOR SUMMARY RECORD

Page of

1. APPLICANT	2. PA ID	3. PW #	4. DISASTER NUMBER
5. LOCATION/SITE		6. CATEGORY	7. PERIOD COVERING to
8. DESCRIPTION OF WORK PERFORMED			

NAME / JOB TITLE	DATES AND HOURS WORKED EACH WEEK								COSTS				
	DATE								TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY	TOTAL COSTS
NAME	Reg.									$		$	$
JOB TITLE	O.T.									$		$	$
NAME	Reg.									$		$	$
JOB TITLE	O.T.									$		$	$
NAME	Reg.									$		$	$
JOB TITLE	O.T.									$		$	$
NAME	Reg.									$		$	$
JOB TITLE	O.T.									$		$	$
Total Cost for Force Account Labor Regular Time →													**$**
Total Cost for Force Account Labor Overtime →													**$**

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

FEMA Form 90-123, NOV 98

Force Account Equipment Record Keeping

Both applicant-owned and rented equipment must be fully documented for each job site where it is used. Specifically, the documentation must show the type and description, date used, hours used each day, total hours used, rate per hour (equipment only), total cost for each and total cost for all equipment used.

Rates* used on applicant-owned equipment must be no more than those approved on the current federal schedule of applicant-owned equipment rates or the applicant rates, whichever is less. A copy of these rates may be obtained through ND DEM.

Applicants must use the Force Account Equipment Summary Record form or a computer-generated form with the same information to document the above information for equipment used on each job site. A Force Account Equipment Summary Record form should be placed in each job folder immediately upon starting work. Record daily the use of any equipment on this form. A vendor invoice form also must be established for vendor invoices and rental agreements for any rental equipment used. Applicants must record equipment usage daily.

* Rates do not include operator time. Operator time should be indicated on Force Account Labor Summary Record form.

Please note: When completing force account labor and equipment records, verify that equipment hours equal labor hours.

FEDERAL EMERGENCY MANAGEMENT AGENCY

FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

Page of

1. APPLICANT	2. PA ID	3. PW #	4. DISASTER NUMBER
5. LOCATION/SITE		6. CATEGORY	7. PERIOD COVERING to
8. DESCRIPTION OF WORK PERFORMED			

TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY								COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE								TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			Hours									$	$
			Hours									$	$
			Hours									$	$
			Hours									$	$
			Hours									$	$
			Hours									$	$
GRAND TOTALS ➔													$

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

FEMA Form 90-127, NOV 98

Rented Equipment Record Keeping

Documentation for rented equipment must show the type and description, date used, hours used each day, total hours used, rate per hour (equipment only) total cost for each and total cost for all equipment used.

Applicants must use the Rented Equipment Summary Record form or a computer-generated form with the same information to document the above information for equipment used on each job site. The form should be placed in each job folder immediately upon starting work. Record daily the use of any equipment on this form.

The date, amount paid and check number or evidence of cash payment also must be shown. The rental agreement must specifically state who must pay for all repairs. A copy of this agreement must be kept in the job site file.

FEDERAL EMERGENCY MANAGEMENT AGENCY

RENTED EQUIPMENT SUMMARY RECORD

Page of

1. APPLICANT	2. PA ID	3. PW #	4. DISASTER NUMBER
5. LOCATION/SITE		6. CATEGORY	7. PERIOD COVERING to
8. DESCRIPTION OF WORK PERFORMED			

TYPE OF EQUIPMENT Indicate size, capacity, horsepower, make and model as appropriate	DATES AND HOURS USED	RATES PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
		W/OPR	W/OUT OPR					
				$			$	
				$			$	
				$			$	
				$			$	
				$			$	
				$			$	
GRAND TOTAL →								

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

FEMA Form 90-125, NOV 98

Materials Record Keeping

Materials and supplies used on each job site must be fully documented whether they are purchased or in stock. Specifically, the documentation must show unit price (which may be averaged from stock cards), total price, quantity, description, date purchased, date used, job site used on and check number or receipt of cash payment. Use the Materials Record Summary form or a computer-generated form with the same information to document the above information on a daily basis.

Place a Materials Record Summary form in the folder when establishing a file for each job site. Any time materials are used on the job, record the information on the form.

Vendor invoices for materials that are being used, or that will be used on job sites, should be kept in a file separate from job folders. This will allow you to easily find information about materials used when recording on the materials Record Summary form. If the invoice for materials used has not yet arrived, confirm necessary information with the vendor and make up a city or county claim voucher for the vendor invoice file. Applicants may use daily written (form) reports or daily oral reports from the supervisor to record expenditures of materials.

FEDERAL EMERGENCY MANAGEMENT AGENCY

MATERIALS SUMMARY RECORD

Page of

1. APPLICANT	2. PA ID	3. PW #	4. DISASTER NUMBER
5. LOCATION/SITE		6. CATEGORY	7. PERIOD COVERING to
8. DESCRIPTION OF WORK PERFORMED			

VENDOR	DESCRIPTION	QUAN	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE)	
							INVOICE	STOCK
			$	$				
			$	$				
			$	$				
			$	$				
			$	$				
			$	$				
			GRAND TOTAL ➔	$				

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

FEMA Form 90-124, NOV 98

Step 3 – SITUATION REPORTS

Situation reports describe the situation as it develops. They should be generally issued on a daily basis or more frequently if the situation changes. Situation reports, subsequent to the initial report, should be in written form.

Staffs for state and federal agencies depend on these reports to give them a clear picture of the developing incident. This enhances their ability to respond and prepare for any assistance requests. The format on page 5 should be used.

To transmit an ongoing situation report, use the following method:

FAX: (701) 328-8181
E-Mail: nddem@state.nd.us

It is prudent to notify the ND DEM React Officer by phone that you have sent a situation report, if transmitted outside normal duty hours.

Information given in one situation report need not be repeated in subsequent situation reports. Use “no change from previous report(s)” unless additional information is available. Use “N/A” if the topic does not apply.

Step 4 – LOCAL DECLARATION

When local/tribal government responds to an emergency or disaster situation, an official part of this response must include an emergency or disaster declaration.

A declaration is not a request for outside assistance. A declaration documents the fact your jurisdiction is aware of its situation and is taking necessary steps to mitigate a serious condition; this declaration helps justify your response actions and expenditures.

When To Issue – The declaration should be issued before or at the time of requesting outside assistance.

Who Will Initiate The Declaration – The governing body of the political subdivision/jurisdiction:

1. City – Mayor, City Council or City Commission;
2. County – County Commission
3. Tribe – Tribal Chairperson or Tribal Council

Who Will Receive Copies Of The Declaration – ND DEM, which will then process and forward the information appropriately.

What Will Be Included In The Declaration – See the sample formats on pages 24, 25 and 26.

Sample Tribal Declaration

WHEREAS, the people of the ***insert name of tribal nation*** have suffered damage to their homes and businesses caused by spring runoff, high water table and torrential rains occurring in April, May and June 200_; and continuing.

WHEREAS, the impact of these damages threaten the health, well-being and public safety of ***insert name of tribal nation***;

WHEREAS, the cost of response cleanup, repair and replacement of such damaged property is far in excess of available resources.

NOW, THEREFORE, BE IT RESOLVED that the Tribal Council of the ***insert name of tribal nation*** declares an emergency and orders the activation and utilization of the Tribal Emergency Operations Plan, its procedures, attachments and appendices to monitor the situation, alleviate hardship and initiate appropriate relief actions and mitigation measures by departments and agencies of tribal government to limit the hardships and impact of this emergency upon the people of the ***insert name of tribal nation***.

DATED at ***city***, North Dakota, this 2nd day of July, 200_.

____

***insert name*, ** Tribal Chair
insert name of tribal nation

Sample County Declaration

WHEREAS, ***insert county name*** citizens suffered damage to their homes and businesses caused by spring runoff, high water table and torrential rains occurring in April, May and June 200_; and continuing.

WHEREAS, the impact of these damages threaten the health, well-being and public safety of citizens in ***insert county name***;

WHEREAS, the cost of response cleanup, repair and replacement of such damaged property is far in excess of available citizens resources.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners declares an emergency and orders the activation and utilization of the County Emergency Operations Plan, its procedures, attachments and appendices to monitor the situation, alleviate hardship and initiate appropriate relief actions and mitigation measures by departments and agencies of local government to limit the hardships and impact of this emergency upon the citizens of ***insert county name***.

DATED at ***city*, **North Dakota, this 2nd day of July, 200_.

____

insert name, Chair
insert county name Board of Commissioners

Sample City Declaration

WHEREAS, the city of ***insert city name*** suffered damage to streets, bridges, culverts, storm drains, homes, businesses and other public facilities caused by excessive spring runoff and torrential rains occurring in May and June 200_; and

WHEREAS, the impact of these damages threatens the health, well-being and public safety of citizens in ***insert city name***;

WHEREAS, the cost of response cleanup, repair and replacement of such damaged property is far in excess of available city resources.

NOW, THEREFORE, BE IT RESOLVED that the City Commission declares an emergency and activates its Emergency Operations Plan, its procedures, attachments and appendices to monitor the situation, develop a detailed damage assessment, alleviate hardship and initiate appropriate relief actions and mitigation measures by departments and agencies of local government to limit the hardships and impact of this emergency upon the citizens of ***insert city name***. Additionally, ***insert city name*** requests ***insert county name*** to activate its Emergency Operations Plan.

DATED at ***city*, **North Dakota, this 2nd day of July, 200_.

____

***insert name*, **Mayor

insert name of City Governing Board

Step 5 – REQUEST FOR ASSISTANCE

* To Save Lives and Protect Property

If local/tribal government determines the situation is beyond its capability to save lives and protect property and has issued a declaration of emergency or disaster, the next step is to request assistance from the next higher level of government.

A request for state and/or federal assistance must be made through ND DEM. State and federal capabilities will then be evaluated to determine which agencies can provide appropriate life- and property-saving assistance. ND DEM will then coordinate with those agencies to ensure that available assistance is provided.

When To Request – Only if assistance is necessary to save lives and protect property.

Who Makes The Request – The head of the jurisdiction's governing board or the emergency manager, on behalf of the governing board.

Whom To Contact – ND DEM at 1-800-773-3259 normal duty hours and through ND State Radio Communications Department at 1-800-472-2121 during evening hours and weekends.

Method Of Communication – Telephone, 1-800-472-2121; Law Enforcement Radio; Law Enforcement Teletype; or NAWAS Loop.
E-Mail for ND DEM: nddem@state.nd.us (Phone should be used to alert the DEM React Officer that details have been submitted by e-mail.)

Information to Submit –
1. Specific Needs
2. Contact Person(s)

Step 6 – REASSESSMENT OF THE SITUATION

* To Restore and Recover

Once the response phase of an emergency or disaster situation (to save lives and protect property) has been appropriately addressed, restoration and recovery become the top priorities. Therefore, the situation must be reassessed to:

A. Determine what needs to be done; and

B. Determine your jurisdictions capabilities and deficiencies in meeting those needs.

From these determinations jurisdiction are made aware of actual conditions. These are two courses of action your jurisdiction may take;

A. Handle restoration and recovery on its own; or

B. Request outside assistance through ND DEM.

The Restoration and Recovery Checklist on page 29 provides a general guideline suggesting activities to be considered.

Restoration And Recovery Checklist

Public Damage

_______ Debris
_______ Roads, Streets, Culverts
_______ Bridges
_______ Public Buildings
_______ Equipment and Vehicles
_______ Materials and Supplies
_______ Utilities
_______ Water Supply
_______ Sewer Systems
_______ Water Resource Projects
_______ Communications Systems
_______ Parks and Recreation Areas
_______ Private Nonprofit Facilities

Individual Needs

_______ Food
_______ Clothing
_______ Temporary Housing
_______ Assistance for Homeowners
_______ Assistance to Business Owners
_______ Assistance to Farmers and Ranchers
_______ Assistance to Private Nonprofit Facilities
_______ Replacement of Personal Property
_______ Unemployment Assistance
_______ Debris Removal
_______ Crisis Counseling
_______ Health and Sanitation
_______ Security

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Step 7 – DAMAGE ASSESSMENT

Damage assessment is a very critical emergency or disaster function. It must begin when damage first occurs and continue until damage stops.

The purpose of a damage assessment report is to develop information as to the severity, magnitude and overall impact of an emergency or disaster situation. Damage assessment reports, along with situation reports, provide the information essential in making a request for outside assistance.

It is extremely important that damage assessment information be accurate and not overstated or understated as this report may be required to withstand the scrutiny of a combined federal/state/local/tribal Preliminary Damage Assessment prior to any requests for a presidential disaster declaration.

When To Complete – When damages first occur and when local/tribal government requests outside assistance.

Who Shall Complete The Report – An official representative(s) of the affected area who is: 1) familiar with the importance of damage assessment in relation to effective management of an emergency or disaster; and 2) knowledgeable as to the actual costs needed to repair damaged facilities.

Who Shall Receive The Report – ND DEM, PO Box 5511, Bismarck, ND 58506-5511.

What Shall Be Included In The Report – Completed applicable damage assessment forms (see the forms on pages 32-37) and photos of each damage site, numbered to a corresponding ND Department of Transportation Highway Planning Map or township map of the jurisdiction.

PRIVATE RESIDENCE DAMAGE ASSESSMENT REPORT

Instructions: Complete the Private Residence Damage Assessment Report as follows:

Column 1	Enter the street address location of structure(s).
Column 2	Indicate whether the occupant owns or rents the property, or if the property is a secondary residence. Enter O for owner, R for renter, and S for secondary.
Column 3	Indicate the total number of residences owned, rented or considered a secondary residence.

Affected Habitable

Columns 4a-4c ** Refer to Degree of Damage Definition*	Check if this is a single, multi-family or manufactured home. SF indicates Single Family; MF, Multiple Family; and MH, Manufactured Home.
Columns 4d-4e	Check if this home is covered by an insurance policy. INS indicates insurance; HO, Homeowners Insurance; and FL, Flood Insurance.
Column 4f	LO indicates low income. Check if the resident meets low income criteria.

Uninhabitable

Minor

Columns 5a-5c	Check if this is a single, multi-family or manufactured home.
Columns 5d-5e	Check if this home is covered by a homeowner's policy and/or a flood insurance policy.
Column 5f	Check if the resident meets low income criteria.

Major

Columns 6a-6c	Check if this is a single, multi-family or manufactured home.
Columns 6d-6e	Check if this home is covered by a homeowner's policy and/or a flood insurance policy.
Column 6f	Check if the resident meets low income criteria.

Destroyed

Columns 7a-7c	Check if this is a single, multi-family or manufactured home.
Columns 7d-7e	Check if this home is covered by a homeowner's policy and/or a flood insurance policy.
Column 7f	Check if the resident meets low income criteria.
Column 8**	Indicate if the residence is inaccessible to emergency vehicles. **The next two columns are for use during a local-state-federal Preliminary Damage Assessment.

* Degree of Damage Definitions

Affected—Habitable – The living unit, porch, carport, garage, etc, was damaged but still habitable.
Uninhabitable – The essential living areas are not safe, secure or sanitary.
Uninhabitable – Minor – The dwelling is damaged and uninhabitable but may be made habitable in a short period of time.
Uninhabitable – Major – The dwelling has sustained structural or significant damages, is uninhabitable and requires extensive repairs.
Destroyed – The extent of damage is such that repair is not economically feasible.

PRIVATE RESIDENCE DAMAGE ASSESSMENT REPORT

AREA: ________________________ COUNTY ________________________ STATE ________ Page ____ of ____

TYPE DISASTER: ____ FLOOD ____ SEVERE STORM ____ TORNADO ____ HURRICANE ____ EARTHQUAKE

ASSESSMENT TEAM: ____ DATE ____________________

DAMAGED SITE ADDRESS OR DAMAGED AREA			Tot Res	Affected Habitable						UNINHABITABLE																		Inaccessible	Probable Rental Assistance	Probable Repair Assistance
										Minor						Major						Destroyed								
							INS		%				INS		%				INS		%				INS		%			
				SF	MF	MH	HO	FL	Lo	SF	MF	MH	HO	FL	Lo	SF	MF	MH	HO	FL	Lo	SF	MF	MH	HO	FL	Lo			
	1	2	3	4a	4b	4c	4d	4e	4f	5a	5b	5c	5d	5e	5f	6a	6b	6c	6d	6e	6f	7a	7b	7c	7d	7e	7f	8		
1		Own																												
		Rent																												
		2nd																												
2		Own																												
		Rent																												
		2nd																												
3		Own																												
		Rent																												
		2nd																												
4		Own																												
		Rent																												
		2nd																												
Page Totals		Own																												
		Rent																												
		2nd																												
Total Owner & Renter																														
Percentages																														

SBA BUSINESS DAMAGE REPORT FORMULAS

ONE

$$\frac{\text{Estimated Cost to Replace or Repair Damaged Personal Property (excluding personal autos) – insurance recovery}}{\text{Total Personal Property, excluding personal autos (Replacement Value or Pre-disaster FMV, whichever is lower)}}$$

Personal property is the non-real property of a homeowner, tenant, or business. In the case of a homeowner or tenant this would include all personal property (excluding vehicles). For a business or an eligible institution personal property would include inventory, machinery/equipment, and furniture/fixtures/supplies.

When estimating the **"Damaged Personal Property"** amount the Loss Verifier should base their calculations on either the estimated cost to repair or replace the damaged non-real property.

"Total Personal Property" would include the total replacement value or pre-disaster fair market value, which ever is lower, of all non-real property (excluding vehicles for homeowners and tenants).

TWO

$$\frac{\text{Estimated Cost to Repair Damaged Land + Improvements } \textbf{to} \text{ the Land – insurance recovery}}{\text{Total Land + Improvements } \textbf{to} \text{ Land (Replacement Value or Pre-disaster FMV, whichever is lower)}}$$

This formula only considers damage to the land and improvements to the land of a homeowner, business, or eligible institution. The estimated damage amounts for **"Damaged Land + Improvements to the Land"** should be based on the estimated cost to repair or replace the damaged items and bring the real property to a pre-disaster condition.

THREE

$$\frac{\text{Estimated Cost to Repair or Replace Damaged Improvements } \textbf{on} \text{ the Land (buildings) – insurance recovery}}{\text{Total Improvements } \textbf{on} \text{ the Land (buildings) (Replacement Value or Pre-disaster FMV, whichever is lower)}}$$

This formula only considers damage to the improvements on the land (buildings) of a homeowner, business, or eligible institution. The estimated damage amounts for the **"Damaged Improvements on the Land"** should be based on the estimated cost to repair or replace the damaged buildings and bring the real property to a pre-disaster condition.

DISASTER SURVEY WORKSHEET
Evaluation Form

Disaster Victim		**Telephone**	
Name:	______________________	Contact #	____________
Street Address of Damaged Property:	______________________	Unit or Apt. Number	____________
Town/City:	______________________	County/Parish	____________

Description of Damage: ____

1. Type of Damaged Property and Ownership Information

☐ HOME	☐ MFG HOME	☐ BUSINESS
☐ OWNED	☐ RENTED	☐ LEASED

2. Enter the ***pre-disaster*** Fair Market Value (**FMV**) of property ***owned*** by the disaster victim on lines **A.** through **D.** Enter the estimated cost to repair or replace disaster damage on lines **1.** through **4.**

	FMV	**DAMAGE**	**%**		**FMV**	**DAMAGE**	**%**
Land and Improvements:	A. ________	1. ________	☐	Personal Property	C. ________	3. ________	☐
Structure/ Building(s):	B. ________	2. ________	☐	Inventory/ Equipment:	D. ________	3. ________	☐

Guidelines for Dollar Entries Above

A. = Valuation should reflect deeded land, regardless of size, at damage location.
B. = Value of the residence or of the building owned (if a business) at damage location.
C. = Value of Personal Property owned (excluding vehicles) at damage location.
D. = Value of all Inventory/Equipment owned by the business at damage location.

3. Enter the pre-disaster FMV or property owned at the damage site .... $ ____________

Select category with greatest percentage of loss

Homeowners, use **A.**, **B.** or **C.**
Manufactured Homes, use **B.** or **C.** (or **A.** if owned)
Renters, use **C.** only

Businesses leasing Real Property, use **A.**, **B.** or **D.**
Businesses owned/operated at damage site use **A.**, **B.** or **D.**
Businesses lessee/tenant, use **D.** (Use **A.** or **B.** as appropriate if repairs are the responsibility of the lessee/tenant)

4. Enter the dollar amount to repair/replace disaster damage .... $ ____________

Homeowners, use **1.**, **2.** or **3.**
Manufactured Homes, use **2.** or **3.** (or **1.** if owned)
Renters, use **3.** only

Businesses leasing Real Property, use **1.**, **2.** or **4.**
Businesses owned/operated at damage site, use **1.**, **2.** or **4.**
Businesses lessee/tenant, use **4.** (Use **1.** or **2.** as appropriate if repairs are the responsibility of the lessee/tenant).

5. Enter the total amount of insurance recovery received or expected................................. $ ____________

6. Enter the net total dollar loss suffered by the disaster victim: (line **4** minus line **5**) .... $ ____________

7. Enter the percentage of loss (divide line **6** by the total in line **3**) .... % ____________

Dec 27, 2000

** A local-state-federal team will use this form during a Preliminary Damage Assessment.*

PUBLIC ASSISTANCE DAMAGE ASSESSMENT REPORT

1. Indicate Jurisdiction – i.e., County; Tribal.
2. Prepare a map which numbers the site. Use a map with a scale of ½ inch equals one mile, such as a ND Department of Transportation Highway Planning Map.
3. Indicate the corresponding site number.
4. Identify Political Subdivision.
5. **Indicate Category of Damage** – i.e., Private Non-Profit Facilities; Debris; Public Road (Non-FAS); Public Water Resource Projects; Public Utilities; Public Buildings and Equipment; Public-Other.
6. Write a detailed description of the damage – i.e., location and type of facility affected; road, bridge or culvert dimensions; type of construction, extent of damage; amount/kind of supplies; year/make of equipment, use of each, etc.
7. Enclose photos of each site affected, numbered to correspond with the above mentioned map and this form.
8. Write in the estimated total value of damage for each site.
9. Total the estimated dollar value.
10. Sign, date and forward to the North Dakota Division of Emergency Management, PO Box 5511, Bismarck, ND 58506-5511.

PUBLIC ASSISTANCE DAMAGE ASSESSMENT REPORT
ND DIVISION OF EMERGENCY MANAGEMENT
SFN 14571 (8/03)

Jurisdiction
Clark County

Site #	Political Subdivision	**Indicate Category of Damage** Description of Damage	Estimated $ Value of Damage	Comments
1	Millerville	**Private Non-Profit** St. Elegis Hospital – 6th St / 9th Ave. All windows either cracked or broken and some water damage to rooms on NW side	$15,000	See Attached Photos
2	Rock Island	**Debris** Riverview Park – trees down – trash in park	$1,200	
3	Williams Township	**Public Road System (NON-FAS)** County Rd #13 – across from Miller – 50 ft. gravel wash	$1,000	Map and Photos Attached
4	City of Miller	**Public Water Resource Projects** Middle 50 ft. of south levee breached	$2,000	See attached map and photos
5	Rockhill Township	**Public Utilities** Municipal power plant – section of fence and transformer #3 destroyed by fallen tree	$75,000	Maps and Photos attached
6	Clarkville	**Public Buildings and Equipment** 50'x100' steel/concrete storage bldg behind courthouse – water damage in NE corner with 3 inch silt deposits	$2,000	
7	Rockhill Township	**Public – Other** Concrete driveway and 15 ft. wooden boat dock destroyed	$6,000	No maps or photos
		Total	$102,200	

Certified by	Title	Phone	Date	
YOUR SIGNATURE	**YOUR TITLE**	555-1234	August 20, 2003	Page _1_ of _1_

PUBLIC ASSISTANCE DAMAGE ASSESSMENT REPORT
ND DIVISION OF EMERGENCY MANAGEMENT

SFN 14571 (8/03)

Jurisdiction

Site #	Political Subdivision	**Indicate Category of Damage** Description of Damage	Estimated $ Value of Damage	Comments
		Total		

Certified by	Title	Phone	Date	Page ___ of ___

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Step 8 – REQUEST FOR ASSISTANCE

* To Restore and Recover

Outside assistance is a supplement to, and not a substitute for, local/tribal government restoration and recovery responsibilities. When a local/tribal government determines that outside assistance is necessary, a well-documented request should be submitted to ND DEM.

ND DEM will evaluate the request and analyze the impact of the situation on state, local and tribal government. Following this analysis, DEM will determine appropriate state restoration and recovery assistance and coordinate requests for federal assistance with the Federal Emergency Management Agency (FEMA), Department of Homeland Security (DHS). Available assistance is always contingent on a verifiable request submitted in a timely manner. The request must contain:

1. An initial and/or preliminary damage assessment report;
2. Specific individual and/or public restoration and recovery needs;
3. A copy of your disaster declaration; and
4. A statement of significant contributions your government has made or will make to respond to the emergency or disaster situation.

When To Request – Whenever well-documented statistics demonstrate the situation is beyond your capabilities.

Who Makes The Request – The head of the local/tribal governing board or the emergency manager on behalf of the local/tribal governing board.

Whom To Contact – ND DEM, PO Box 5511, Bismarck, ND 58506-5511. Telephone – (800) 773-3259 or (701) 328-8100.

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